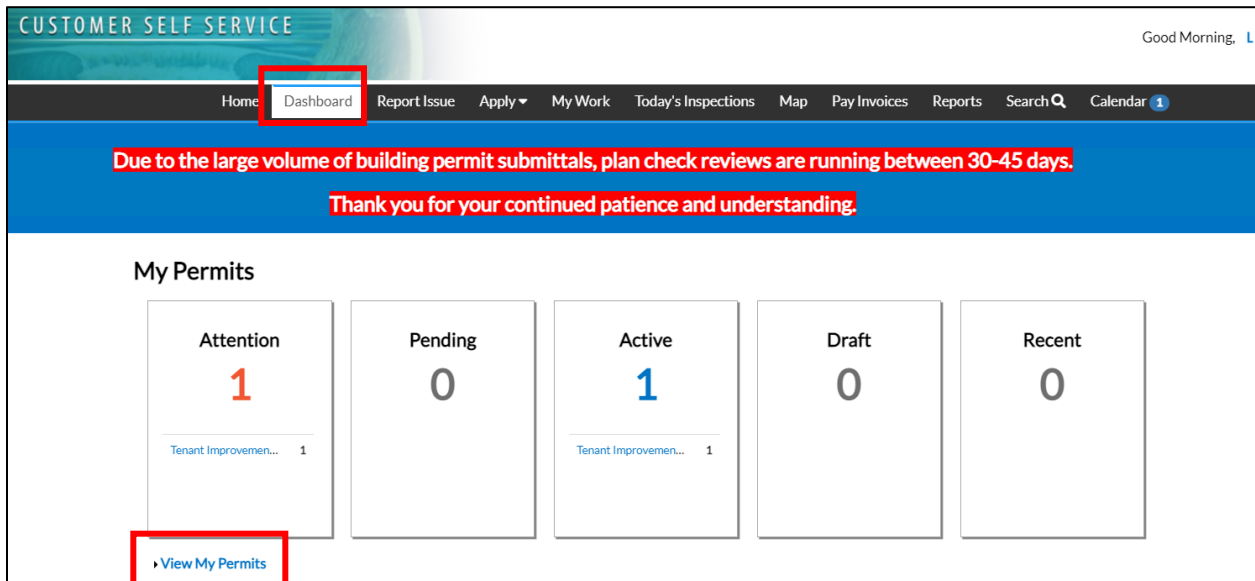


HOW TO CHECK THE STATUS OF YOUR PERMIT

Log in to the CSS system

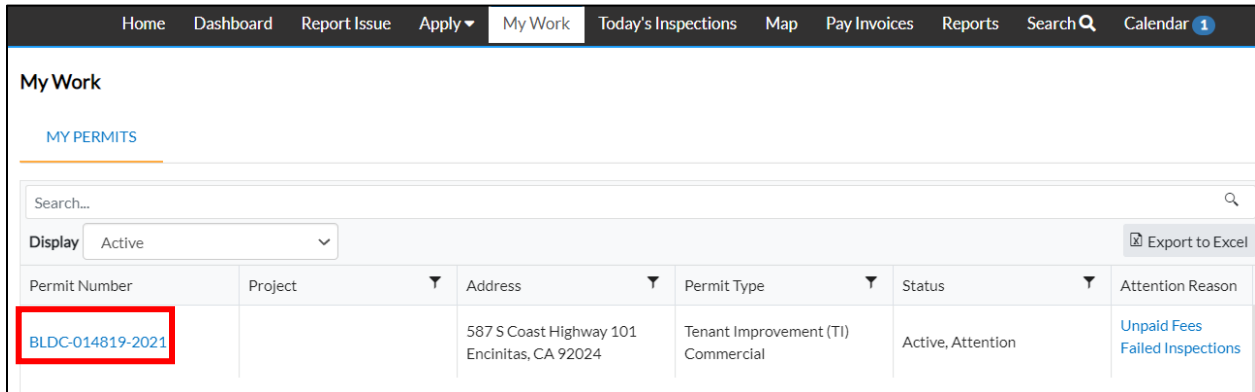
Click on **Dashboard** at the top of the screen

Click on **View My Permits**



The screenshot shows the 'CUSTOMER SELF SERVICE' dashboard. At the top, there is a navigation bar with links: Home, **Dashboard** (highlighted with a red box), Report Issue, Apply, My Work, Today's Inspections, Map, Pay Invoices, Reports, Search, and Calendar. Below the navigation bar, a blue banner contains the text: 'Due to the large volume of building permit submittals, plan check reviews are running between 30-45 days. Thank you for your continued patience and understanding.' The main section is titled 'My Permits' and displays five cards: 'Attention' with a count of 1 (highlighted with a red box), 'Pending' with a count of 0, 'Active' with a count of 1, 'Draft' with a count of 0, and 'Recent' with a count of 0. Below the 'Attention' card, there is a link 'Tenant Improvemen...' with a count of 1. At the bottom left, there is a link 'View My Permits' (highlighted with a red box).

Click on the **Permit #**



The screenshot shows the 'My Work' section of the dashboard. It features a search bar, a 'Display' dropdown menu set to 'Active', and an 'Export to Excel' button. Below these elements is a table with the following columns: Permit Number, Project, Address, Permit Type, Status, and Attention Reason. The first row of data is highlighted with a red box around the 'Permit Number' cell, which contains the value 'BLDC-014819-2021'. The other cells in the first row are: Project (empty), Address (587 S Coast Highway 101, Encinitas, CA 92024), Permit Type (Tenant Improvement (TI) Commercial), Status (Active, Attention), and Attention Reason (Unpaid Fees, Failed Inspections).

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC-014819-2021		587 S Coast Highway 101 Encinitas, CA 92024	Tenant Improvement (TI) Commercial	Active, Attention	Unpaid Fees Failed Inspections

Click on the **Reviews** tab

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

More Info

Revision - Building

Submittal Status

Received Date

Due Date

Completed Date

Review Complete

09/07/2021

09/14/2021

09/28/2021

✓ San Dieguito Water District Review • Pass • Olson Christina • Completed : 09/13/2021

✓ Planning Review - Building Permit • Pass • Stanley Chris • Completed : 09/20/2021

✓ Fire Prevention Review • Pass • Gaffrey Kelly • Completed : 09/09/2021

✓ Engineering Review - Building Permit • Pass • Simon Angela • Completed : 09/07/2021

✓ Building Review - Trade and Building • Pass • Martin Nina • Completed : 09/28/2021

Here you will be able to view the status (Under Review/Pass/Fail/) of each department.

You may also email your reviewer *directly* regarding their timelines or with questions about their corrections by clicking on the blue envelope icon next to their name.

Please be advised that you will not be able to resubmit any corrections until ALL departments have completed their reviews.